

July 14, 2006

MEMORANDUM

**TO:** Commonwealth's Attorneys

**FROM:** Bruce W. Haynes, Executive Secretary

**RE:** FY06 Reporting of Fines and Fees

The Code of Virginia, § 19.2-349, requires the Department of Taxation and the State Compensation Board to annually report to the Governor and the General Assembly the total of fines, costs, forfeitures and penalties assessed, collected, and unpaid and those which remain unsatisfied or do not meet the conditions of § 19.2-354 by each circuit and district court.

The process for gathering the respective information for the annual report includes a certification process for Commonwealth's Attorneys. Attached to this email are the:

- • Code of Virginia, § 19.2-349,
- • Supreme Court Guidelines and Model Form Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors (dated January 14, 1999);
- • FY06 Collection of Fines and Fees Form and Instructions (July 1, 2005 to June 30, 2006);
- • FY07 Policy Statement for Fines and Fees: Commonwealth's Attorney;
- • FY07 Election for Collection Method of Fines and Fees: Commonwealth's Attorney; and
- • Fax Cover Sheet.

For your convenience, these documents are located on the Compensation Board web site at <http://www.scb.virginia.gov/reports.html> under the header, Collection of Fines and Fees. Instructions accompany each of the forms. If your office uses the Department of Taxation (DOT) as its collection agent, you should reconcile, sign and submit the FY06 Collection of Fines and Fees Form supplied by the DOT. (It is not necessary to transfer the data to the form supplied by the Compensation Board).

**Please review the attached documents and certify all three (3) forms, including your signature, date, printed name, and locality.** Fax to Lisa Carson at (804) 371-0235 **not later than Monday, August 14, 2006.** Mail the originals to the attention of Lisa Carson, Compensation Board, 102 Governor Street, Suite 120, Richmond, VA 23219. If you have any questions or need additional information, please call Lisa Carson at (804) 225-3443 or email at [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

If you fail to submit this data, the Compensation Board's report to the General Assembly will indicate a "did not report" status for your locality. Thank you for your assistance.